



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

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Jennifer Warner
Director

MEMORANDUM

DATE: March 31, 2016

TO: All Judges, Court Administrators and Clerks, and Probate Registers

FROM: Jennifer Warner, Director

RE: New Release of Michigan Court Administration Reference Guide

Trial Court Services is pleased to announce a new release of the [Michigan Court Administration Reference Guide](#). The guide continues to provide summary information on the authority, responsibilities, and duties of the courts and their employees, as well as cross-references to relevant and useful resources. Features of the new release include reorganized material and more readily accessible resources through links and bookmarking.

The guide was reorganized to more effectively present information and resources for chief judges and court administrators. By combining the previous sixteen sections into six primary functional areas of court management, chief judges and court administrators will be able to more readily find information related to their area of interest. These functional areas are:

- 1) case management
- 2) records management
- 3) human resources management
- 4) fiscal management
- 5) facilities and technology management
- 6) services and programs

These six functional areas of the guide are associated with specific web pages of the same subject matter. Each web page is a condensed version of the section of the guide and serves as a single point of online reference for key resources associated with the functional area of court management.

In addition to the six functional areas, there is a management overview, which acts as a map to the guide, and a section summarizing administrative and education resources that are available

from the State Court Administrative Office and national associations pertinent to the judiciary.

Maximum access to the resources cited in the guide is attained through online use. We will continue to add information and tools as they become available. If you have any questions, concerns, or suggestions regarding the Court Administration Reference Guide please contact me at 517-373-7454 or trialcourtservices@courts.mi.gov.